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BOARD OF EDUCATION.

VICTORIA AND ALBERT  
MUSEUM.

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List of Precedent Letters.



1910.



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# PRECEDENT LETTERS FOR USE IN THE VICTORIA AND ALBERT MUSEUM.

**NOTE.**—These letters have been drafted with a view to securing uniformity of procedure in the different departments so far as possible, but they are not expected to meet the circumstances of every case. Officers should therefore use their discretion as to whether a formal precedent letter may advantageously be sent or whether a letter should be specially drafted for the particular case. Letters of thanks for important gifts should always be specially drafted.

CECIL SMITH.

## I.—Purchases.

**A.M. 1.**—In reply to your letter of the  
I am directed to ask you to be good enough to send a photograph of the \_\_\_\_\_ which you are offering to sell  
\_\_\_\_\_ wish  
to the Board, together with a statement of the price required.

**A.M. 2.**—With reference to your letter of the  
I am directed to enclose the attached copy of the Board's regulations relating to the reception of objects submitted on approval for purchase and to state that if you will be so good as to forward the objects to this Museum for inspection, accompanied by the enclosed Form duly filled in and signed by you, the question of purchase will receive consideration. A separate price should be given for each object on the list.

The enclosed addressed label will facilitate the transmission.

**A.M. 3.**—With reference to your letter of the  
I am directed to inform you that the Board have decided to purchase for the sum of £ \_\_\_\_\_ the \_\_\_\_\_ recently received from you on approval for purchase, and to request that you will be so good as to sign the enclosed Form of Account, and return it to this Museum. Payment will then be made to you through the Accountant-General's Department of the Board.

\* The other objects are not considered suitable for acquisition, and instructions have accordingly been given for their return to your address.

\* Omit if not required.



I.—Purchases—(continued)

II.—Loans.

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**A.M. 4.**—With reference to the Board's letter No. of the I am directed to inform you that the Board are prepared to offer the sum of £ for the recently received from you on approval for purchase. In the event of this price being acceptable to you, I am to request that you will be so good as to sign the enclosed Form of Account, and return it to the Museum.

Form 162a.

**A.M. 5.**—With reference to your letter of the I am directed to [express regret that a reply has been somewhat delayed, and to] inquire whether you would be willing to accept the sum of for the submitted by you on approval for purchase, as in that case I should be prepared to recommend its purchase to the Board.

**A.M. 6.**—I am directed to inform you that the Board of Education do not desire to purchase for this Museum the which you have been so good as to submit for inspection. Instructions have accordingly been given for the objects to be returned to your address.

**A.M. 7.**—I am directed to thank you for offering to this Museum the calling attention to the of which you wish to dispose, and to inform you that it is not considered desirable to acquire it them for this Museum.

**A.M. 8.**—I am directed to thank you for the opportunity which you have been so good as to afford for the inspection of the of which you wish to dispose, and to inform you that it is not considered desirable to acquire it them for this Museum.

Instructions have accordingly been given for its their return to your address.

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II.—Loans.

**A.M. 9.**—With reference to your letter of the I am directed to thank you for your generous offer to lend for exhibition at this Museum, and to state that the Board will be happy to inspect the objects if you will kindly forward them to this Museum.



## II.—Loans—(continued).

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I am at the same time to enclose for your information the attached statement of the conditions on which the Board accept objects for exhibition on loan.

Rules 6.

The enclosed addressed label will facilitate the transmission.

**A.M. 10.**—I am directed by the Board of Education to acknowledge with thanks the receipt of the—

vase

five under-mentioned objects

forty objects mentioned in the enclosed list

which you have been so good as to offer to lend to this Museum.

**A.M. 11.**—With reference to the Board's letter No. of the I am directed to inform you that the Board of Education have much pleasure in accepting on loan, for a period of months, the objects mentioned hereunder on the conditions enclosed with that letter,\* and to add that the objects have been placed on exhibition in Room No. will be

I am to ask you to be good enough to state whether you agree to these conditions, and further to enquire whether you would have any objection to permission being granted to students to sketch or draw the objects, on the understanding that the sketches or drawings are not to be used for reproduction or for publication, without further reference to you.

A free ticket of admission, valid for the period during which the objects are on exhibition, is enclosed herewith.

**A.M. 12.**—With reference to the Board's letter No. of the I am directed by the Board of Education to inform you that they do not desire to avail themselves of your offer to lend for exhibition at this Museum, as this type of object is already well represented in the Collections, [or as the floor space available for the exhibition of loan objects is already fully occupied :—any other reason would come in here], and to express to you their thanks for the proposal which you have been so good as to put before them.

Instructions have accordingly been given for the return of the objects to your address.

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\* Or, "subject to the regulations governing the acceptance of objects on loan" in cases where Form 5 has been filled up. In such cases the next paragraph will be unnecessary and should be omitted.



III.—Gifts.  
IV.—Opinions.

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III.—Gifts.

**A.M. 13.**—I have great pleasure in thanking you for your letter of the \_\_\_\_\_, and for your generous offer to present to this Museum the \_\_\_\_\_ which accompanied it. Your proposal is being submitted to the Board of Education without delay, and I hope to communicate with you again in the course of a few days.

**A.M. 14.**—(For small and unimportant cases\* only):—  
I am directed to convey to you the thanks of the Board of Education for the gift of a \_\_\_\_\_ which they have great pleasure in accepting for inclusion in the collections of the Victoria and Albert Museum.

A Donor's ticket of free admission to the museum is enclosed herewith.

IV.—Opinions.

**A.M. 15.**—In reply to your letter of the \_\_\_\_\_ I am directed to inform you that it is contrary to the practice of the Board of Education to give valuations of Works of Art or other objects.

**A.M. 16.**—In reply to your letter of the \_\_\_\_\_ I am directed to inform you that if you will send the object in question to this Museum at your expense and risk, an Officer of the Museum will be happy to inspect it.

**A.M. 17.**—Referring to your letter of the \_\_\_\_\_ I am directed to inform you that the object which you have submitted appears \_\_\_\_\_ I am to add that while the Board of Education are glad to afford information and assistance to those who are interested in Works of Art, they cannot accept any legal or other responsibility for any opinion that may be expressed on objects which are the property of private persons.

Instructions have been given for the return of the object to your address.

**A.M. 18.**—In reply to your letter of the \_\_\_\_\_ I am directed by the Board of Education to express regret that they cannot undertake the examination of the object in question. If, however, it should be possible for you, or your representative, to bring the object to this Museum, every facility will be given to you for comparing it with similar objects in the Department of \_\_\_\_\_

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\* In the case of important gifts a special letter should always be drafted.



## V.—Photographs.

**A.M. 19.**—With reference to your letter of the \_\_\_\_\_ requesting permission to photograph certain Museum objects, I am directed to inform you that negatives of these objects have already been made by the Board's photographer, and to enquire whether prints from these negatives would meet your purpose. The sizes available are \_\_\_\_\_ and the prices are \_\_\_\_\_ respectively.

**A.M. 20.**—I am directed to forward for your information the attached copy of the Board's regulations for photographing Museum objects, and to inform you that if you will supply the particulars required by Article No. 2, your application of the \_\_\_\_\_ will be further considered.

**A.M. 21.**—With reference to your letters of the \_\_\_\_\_ and \_\_\_\_\_ I am directed by the Board of Education to inform you that on presenting this letter to the Officer in Charge of the \_\_\_\_\_

ERRATUM.

In A.M. 15 for the words "inform you that . . . . . Board of Education" substitute the following: "express regret that the Board are unable to give you the information which you require, as it is contrary to their practice . . . ."

regret that the Board are unable to give you the necessary permission until the sanction of the owner has been obtained.

A letter is being addressed to the owner on the subject, and a further communication will be made to you in due course.

**A.M. 23.**—With reference to your letter of the \_\_\_\_\_ and the Board's letter No. \_\_\_\_\_ of the \_\_\_\_\_, I am directed to inform you that the owner has now given permission for the photographing of item No. \_\_\_\_\_ in your letter, and that upon \_\_\_\_\_

\* Strike out if not required.

† Omit if the Officer in charge of the Department considers it unnecessary to ask for copies.

‡ It may sometimes be necessary to add: "The Board cannot give information or offer an opinion as to whether copyright exists in the objects which it is desired to photograph."



V.—Photographs—(continued).

VI.—Miscellaneous.

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presenting this letter at the Offices of the Department of Woodwork, you your photographer will accordingly be permitted to take the photograph which you require.

\* It would be convenient if you your photographer could arrange to attend between 10 and 10.30 a.m.

\* I am to add express regret that the Board are prepared unable to have the object moved, as requested.

† I am to ask that you will be so good as to supply the Board with copies of the photographs taken.

VI.—Miscellaneous.

**A.M. 24.**—I am directed to ask you to be so good as to send, as soon as possible, a remittance payable to the "Board of Education, or Order," and crossed "Account of H.M. Paymaster-General, not negotiable," for the sum of                      in payment of                      in connection with the

**A.M. 25.**—With reference to your letter of the                      I am to state that this Museum is open free to the Public on Saturdays, and that no special permission is, therefore, required to enable you to bring students to the Museum on Saturday afternoons; but if it is desired that the students shall be conducted round the Galleries in parties of more than twenty to one teacher or guide, the permission of the Director and Secretary must be previously obtained on the attached form.

A guide to the Museum, and Plans showing the scheme of arrangement of the collections, which may be helpful to you on the occasion of your proposed visit, may be obtained at either entrance to the Museum.

I am to add that if it is desired to obtain access to any portions of the building not ordinarily accessible to the Public, or special facilities for the study of some particular exhibit, special application for Students' Tickets should be made on the prescribed form, see Article 2 of the attached copy of the Board's regulations for sketching and drawing Museum objects.

**A.M. 26.**—In reply to your letter of the                      I am directed to ask you to be so good as to state what is the class of object that you wish to study in this Museum.

**A.M. 27.**—With reference to the Board's letter No.                      of the                      I am directed to inform you that no acknowledgment of the receipt of the objects which were

\* Strike out if not required.

† Omit if the Officer in charge of the Department considers it unnecessary to ask for copies.

Form 20.

Rules 2.



VI.—Miscellaneous—(continued).

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returned to you on the \_\_\_\_\_ has as yet reached the Board. It is assumed that the objects duly reached their destination, but in order to complete the record, the Board would be glad to have a formal acknowledgment of their receipt.

In case the Receipt Form already sent to you has been mislaid, a second copy is enclosed herewith.

Form 351.

**A.M. 28.**—In reply, &c., I am directed to inform you that the purpose of the Museum Refreshment Rooms is to supply the needs of visitors to this Museum, and it is not the practice of the Board to issue tickets of admission to the Museum merely for the purpose of allowing the holder to visit the Restaurant. Such a privilege is only granted in exceptional circumstances and for some special reason. I am therefore to express regret that the Board are unable to approve your application.

**A.M. 29.**—In reply to your letter of the \_\_\_\_\_ I am directed to inform you that no [book] has been found by or deposited with the Police at this Museum, and no information respecting it has been obtained. A description of the missing object has now been circulated throughout the Metropolis, and in the event of its recovery you will at once be informed.

**A.M. 30.**—This is to notify that Mr. \_\_\_\_\_ now serving as a \_\_\_\_\_ in this Museum, has been granted permission to attend the forthcoming Civil Service examination for \_\_\_\_\_

**A.M. 31.**—I am directed to acknowledge the receipt of your application for employment as \_\_\_\_\_ in this Museum, and to inform you that it has been noted and will be duly considered on the occurrence of a vacancy.

**A.M. 32.**—In reply to your application of the \_\_\_\_\_ for employment, I am directed to inform you that no express regret situation exists, nor is one expected to arise, in which your services could be made available.

**A.M. 33.**—In reply to your application of the \_\_\_\_\_ for re-employment, I am directed to inform you that no express regret vacancy exists, nor is one expected to arise in the immediate future, in which your services could be made available.

**A.M. 34.**—In reply to your letter of the \_\_\_\_\_, I am directed by the Board of Education to state that they cannot undertake to answer any questions with regard to the private affairs of members of their staff.

The stamped addressed envelope enclosed with your letter is returned herewith.



VI.—Miscellaneous—(continued).

VII.—Circulation.

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**A.M. 35.**—With reference to the accompanying Jury Summons addressed to Mr.

of

to be and appear at

on the

to serve as a

Juror, I am directed to inform you that

Mr.

is

and that his absence from his official duties, which require his continuous attention, would be the cause of serious public inconvenience.

The Board, therefore, trust that Mr.

may be excused from serving upon the Jury on the present occasion.

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VII.—Circulation.

**A.M. 36.**—With reference to your letter of the

I am directed to inform you that loans of objects from the Victoria and Albert Museum are only made to Provincial Museums, Educational Exhibitions, and such Schools of Art, Art Classes, or other schools giving instruction in Art crafts, as are recognised for grant under the Board's regulations for Technical Schools, &c., and to express regret that in the circumstances the Board are unable . . . . .

**A.M. 37.**—With reference to your application of the inst., I am directed to state that the works selected will be sent on loan to the above-named school in the course of a few days.

**A.M. 38.**—In reply to your letter of the

I am directed to inform you that the  
therein may be retained until the

referred to

**A.M. 39.**—I am directed to ask you to be good enough to return at once the receipt for the sent on loan to the above-named [Institution or School] on the as requested in the foot-note at page 4 of Form 6 Circ.

**A.M. 40.**—With reference to your letter of the

I am directed to state that the lantern-slides requested were sent on the I am, however, to ask that in future you will be so good as to give a week's notice of your requirements in accordance with the conditions of Form 8 Circn. enclosed herewith.

**A.M. 41.**—With reference to your letter of the

I am directed to draw your attention to Article of the Regulations relating to grants and loans in aid of Educational

Form 8 Circn.



VII.—Circulation—(continued).

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Exhibitions and Schools (copy enclosed) from which you will see that the issue of loans from the Victoria and Albert Museum is restricted to such Schools of Art, Art classes or other schools for instruction in Art Crafts, as are recognised for grant under the regulations for Technical Schools, &c.

I am to add that if the proposed paper is to be read in connection with any such Institution, the application for lantern slides should be made through the School or Class concerned.

**A.M. 42.**—I am directed to remind you that the period for which the \_\_\_\_\_ was lent to your \_\_\_\_\_, expired on \_\_\_\_\_ and to ask you to be good enough to return it to this Museum without delay.

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